



Benewah Medical Center Job Description/Performance Evaluation

- I. POSITION: Program Coordinator for Tobacco Prevention and Control:** This is a non-exempt, part-time position serving Indian and non-Indian patients/clientele
- II. QUALIFICATIONS:** High school diploma or GED required. Must have a valid driver's license and CPR certification. Solid telephone skills a must; computer proficiency required with an understanding of the Federal Privacy Act and patient confidentiality. Must be a non-smoker, with the ability to communicate with clients on environmental tobacco smoke, prevention and tobacco cessation issues. This position is dependent upon yearly Grant and tribal funding renewal. Indian preference applies.
- III. PERSONAL CHARACTERISTICS**
1. Possesses demonstrated ability to perform as a team player (i.e. assist with Community Health Administration functions).
 2. Maintains positive peer relationships and provides assistance in a friendly, helpful manner to all patients, visitors and staff.
 3. Possesses the ability to work independently, is detail oriented, organized, and works under pressure. Meets deadlines.
 4. Must have consistent work attendance record.
 5. Demonstrates cultural sensitivity.
 6. Understands and practices confidentiality.
- IV. SUPERVISION:** This person is under the supervision of the Community Health Manager
- V. ADA ESSENTIAL FUNCTIONS**
- A. Hearing: within normal limits with or without use of corrective hearing devices;
 - B. Vision: adequate to read 12-point type with or without use of corrective lenses
 - C. Must be able to verbally interact with staff, clients and public
 - D. Manual dexterity of hands/fingers for writing, computer input
 - E. Able to lift up to 20 lbs.,
 - F. Sitting 25 to 75 % of the day
 - G. Standing/Walking 25 % of the day
 - H. Pushing, up to 25 lbs.
 - I. Pulling, up to 25 lbs.

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MAJOR RESPONSIBILITIES

DUTY	STANDARD	RATING
Program Coordinator	<ol style="list-style-type: none"> 1. Single Point of Contract to coordinate and implement performance metrics for State of ID Tobacco Prevention Activities to include activities related to adult and youth cessation, youth initiation and prevention. 2. Collaborate with Maternal Child Health Nurse regarding cessation and environmental tobacco smoke (ETS). 3. Performs administrative duties such as: completing QI projects, grant and Community Health quarterly reports. 4. Maintains and protects patient privacy and confidentiality. 5. Evaluate Quit/Failure rate, maintaining accurate records on referrals and contacts quarterly. 6. Update formulary medication available to patients as well as related educational materials and latest cessation methods continuously. 	
Cancer control and prevention	<ol style="list-style-type: none"> 1. Works in conjunction with Community Health staff to meet goals of cancer control projects. 	
Other	Performs other duties that may be necessary in the best interest of the organization.	

EVALUATOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

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INDIVIDUAL GOALS/OBJECTIVES:

I understand that by signing this review, I am not indicating agreement with the rating, but I am acknowledging that my supervisor has reviewed and discussed this performance evaluation with me.

Employee's Signature:	Date:
Evaluator's Signature:	Date:
Evaluator's Supervisor:	Date: